



# Credential and Access Request

State Form 52044 (R / 4-05)

## Department of Administration

Access Control Office

402 W Washington Street W040

Indianapolis, IN 46204

317-234-3875

Date:	Agency # (see Agency List):	Department/Division:	
Applicant Number (PeopleSoft ID):	Applicant Name (Last, First):	Building:	Room Number:
<b>Request for:</b> <input type="checkbox"/> New Card <input type="checkbox"/> Lost/Stolen <input type="checkbox"/> Access Change <input type="checkbox"/> Replacement Card (Name Change, Agency Change, Damaged Card)			
<b>Request for Temporary Credentials:</b> <input type="checkbox"/> Outside Vendors, Contractors & Consultants <input type="checkbox"/> Intern/Summer Help Card Expiration Date: _____ Company Name: _____			
<b>Building Access (Check All Buildings Needed):</b> <input type="checkbox"/> IGC – North Building <input type="checkbox"/> IGC – South Building <input type="checkbox"/> Statehouse <input type="checkbox"/> Library			
<b>Times listed below require signature of Commissioner or their designee (Standard access is Monday–Friday 6a–6p)*:</b> <input type="checkbox"/> Monday-Friday 3p-3a <input type="checkbox"/> Monday-Friday 12a-12p <input type="checkbox"/> 24 hour/7 Days a Week <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Holidays			
*Commissioner or Designee Name:		*Commissioner or Designee Signature:	
Applicant Supervisor:		Applicant Supervisor Signature:	
<b>Applicant Responsibilities:</b> I understand that I am personally responsible for the card issued to me, and I will take reasonable steps to prevent its misuse, loss, theft and/or damage. The card is for my use only and can not be given to others. <b><u>If the card is stolen, lost or damaged, I will be charged for another card at the current replacement cost.</u></b> I will immediately notify the State of Indiana, Department of Administration, Access Control Office at 317-234-3875, when I discover that the card is missing, damaged, or when any of the above information changes.			
Applicant Signature:		Date:	
<b>This Section for State of Indiana, Department of Administration, Access Control Office Use Only</b>			
Photo Identification Checked <input type="checkbox"/> Photo Identification used: <input type="checkbox"/> Drivers License <input type="checkbox"/> Passport <input type="checkbox"/> Other Specify:			
Card Number:			
Action Date:		Completed by:	

Agency Name	Agency Number
Adjutant General's Office	00110
Alcoholic & Tobacco Commission	00230
Appellate Court	00023
Attorney General	00046
Auditor of State	00050
Board of Animal Health	00351
Board of Tax Review	00217
Budget Agency	00057
Bureau of Motor Vehicles	00235
Bureau of Motor Vehicles Comm	00340
Civil Rights Commission	00258
Clerk Supreme & Appellate Ct	00024
Comm for Higher Education	00719
Comm on Public Records	00062
Criminal Justice Inst	00032
Department of Administration	00061
Department of Child Services	00502
Department of Correction	00615
Department of Education	00700
Department of Insurance	00210
Department of Labor	00225
Department of Revenue	00090
Department of Veterans Affairs	00160
Dept of Financial Institutions	00208
Dept of Fire & Building Svcs	00305
Dept of Local Gov Finance	00215
Dept of Natural Resources	00300
Dept of Workforce Development	00510
Economic Development Corp	08007
Education Employ Relations Brd	00505
Environmental Adjudication	00496
Environmental Management	00495
Family & Social Svcs Admin	00405
Gov Plan Cncl for Ppl w/Disab	00035
Gov Voluntary Action Comm	00042
Governor's Office	00030

Agency Name	Agency Number
Health Professions Bureau	00275
Historical Bureau	00735
Hoosier Lottery	08009
House of Representatives	00003
Human Resource Investment Cncl	00728
IN Board for Depositories	08010
IN Bond Bank	08008
IN Business Modernization/Tech	08006
IN Comm on Community Service	00720
IN Dept of Commerce	00260
IN Dept of Gaming Research	00195
IN Dept of Transportation	00800
IN Development Finance Authori	08003
IN Housing Finance Authority	08002
IN Lobby Registration Comm	00015
IN Soldier & Sailors Child Hom	00580
IN State Department of Health	00400
IN Transportation Finance Auth	08004
IN Utility Regulatory Comm	00200
Indiana Arts Commission	00705
Indiana Gaming Commission	00190
Indiana Judicial Center	00026
Indiana Pension System Inc	08011
Indiana School for the Blind	00550
Indiana School for the Deaf	00560
Indiana State Library	00730
Indiana State Police	00100
Indiana State Veterans Home	00570
Indiana Tax Court	00028
Information Tech Oversight Cmm	00085
Integrated Public Safety Comm	00286
Intelenet Commission	00059
Law Enforcement Training Board	00103
Legislative Services	00017
Lieutenant Governor's Office	00038
Long Term Disability	08012

Agency Name	Agency Number
Off of Faith-Based & Comm Init	00721
Office of Federal Grants & Pro	00056
Office of Inspector General	00081
Office of Management & Budget	00055
Office of Technology	00067
Port Commission	00262
Professional Licensing Agency	00250
Professional Standards Board	00245
Proprietary Education	00703
Prosecuting Attorney Cncl	00039
Protection Advocacy Svcs Comm	00044
Public Access Counselor	00064
Public Defender Council	00610
Public Defenders Office	00605
Public Empl Retirement Fund	00072
Public Safety Training Inst	00285
Secretary of State	00040
Senate	00004
State Board of Accounts	00080
State Emergency Management Agy	00385
State Ethics Commission	00075
State Fair Commission	08005
State Office Building Comm	00066
State Personnel Department	00070
State Racing Commission	00265
State Student Assistance	00715
Supreme Court	00022
Teachers Retirement Fund	00740
Tobacco Use Prvnt/Csstn Board	00058
Treasurer of State	00048
Utility Consumer Counsel	00205
War Memorials Commission	00315
White River State Park Comm	00310
Workers' Comp Board	00220